

# **RSCDS Vancouver Branch**

## **Guidelines for Room Bookings at the Scottish Cultural Centre**

May 31, 2011

The Scottish Cultural Centre (SCC) is jointly owned by a number of Scottish Groups including RSCDS Vancouver. As a frequent user of SCC, RSCDS Vancouver pays a special reduced rate for rooms and we have a standing booking for the 3<sup>rd</sup> Saturday of each month from September through May.

The Vice Chair is responsible for all room bookings on behalf of RSCDS Vancouver Branch. He/she should be the sole point of contact for the Scottish Cultural Centre for room bookings and should be copied on all correspondence from event organizers to the SCC relating to access times and changes to bookings.

All bookings should be specific as to start and end times. This should include all set-up and clean-up time to avoid scheduling conflicts with other renters.

Event co-ordinators must specify the facilities set-up and equipment required including tables, chairs, coffee urns and table-cloth, glass and crockery rentals. See the attached Rate Sheet.

A spreadsheet of bookings is maintained by the Vice Chair. This is shared with the SCC Manager periodically to ensure a mutual understanding.

Room rates are current as of the attached sheet dated October 1, 2006. There is no extra charge for use of the kitchen. However, the kitchen is rented to an external caterer and may need to be shared. Some equipment in the kitchen belongs to the external caterer but is not identified as such. See the SCC website at <http://www.scottishculturalcentre.com/index.html> for up to date contact details, room dimensions, room capacities etc.

The SCC Manager should be advised as early as possible when previously booked rooms will NOT be required. In the case of weekend bookings, 6 months notice of cancellation is recommended.

### **Special Events**

The Vice Chairman will book the rooms required for events such as the Pearl's Party, Burn's Supper, Lady Aberdeen, Betwixt and Between or the Love To Dance workshop. The person holding over-all responsibility for the event should contact and meet with the SCC manager directly to arrange table set-up, equipment rentals and access for event preparations. It is recommended that a diagram showing table placement be shared with the manager and posted for reference by the set-up team. Since one caretaker is on duty for the entire building, he is not able to do all the set-up. Event organizers need to ensure they have sufficient volunteers to assist with this manual work. The caretaker will assist and advise on what is allowed to be attached to walls etc.

## **Storage Cupboards and Keys**

RSCDS have:

- 1 cupboard in the kitchen, directly to the right of the entrance,
- 1 cupboard in the Celtic room (downstairs), to the left of the entrance.
- 1 cupboard in the downstairs hall way – 2nd door to right of Celtic room entrance.
- A section of 1 cupboard in the library on the east side opposite the door.

Keys to the kitchen, Celtic Room and downstairs hallway cupboards should be held by the Teacher Co-ordinator, Social Convenor, Safety Co-ordinator and Branch Class Representative.

Keys to the library cupboard should be held by the Archivist and Secretary.

Keys to all rooms and cupboards (except the library cupboard) are available from the on-duty caretaker.